

# Civil Service Commission

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**The San Luis Obispo County Civil Service Commission  
Regular Session Meeting  
Wednesday, May 26, 2010 @ 9:00 A.M.  
1055 Monterey Street, Suite D-271, San Luis Obispo, CA**



MEMBERS OF THE COMMISSION  
Arthur Chapman, President  
Jeannie Nix, Vice President  
Robert Bergman  
Jay Salter  
Bill Tappan

## MINUTES

**Present:** President Art Chapman, Commissioner Bob Bergman, Commissioner Jay Salter, Commissioner Jeannie Nix

**Staff:** Commission Secretary Tami Douglas-Schatz, Commission Clerk Carol Hill

**Counsel:** Deputy County Counsel Shannon Matuszewicz

**Absent:** Commissioner Bill Tappan

### 1. Call to Order

President Chapman called the meeting to order at 9:00 A.M. and led the flag salute.

### 2. Public Comment Period

Members of the public wishing to address the Civil Service Commission on matters other than those scheduled below may do so when recognized by the President. Presentations are limited to three minutes per individual. Being none, President Chapman closed the public comment period.

### 3. Minutes

April 26, 2010 – Special Session Meeting

April 28, 2010 – Regular Session Meeting

A motion was made by Commissioner Salter and seconded by Commissioner Nix to approve the April 26, 2010 and the April 28, 2010 minutes as presented; motion carried 4-0-1.

### 4. Reports

Commission President

None.

Commission Subcommittees

None.

Commission Counsel

None.

Commission Secretary

*Commission Calendar – Ms. Douglas-Schatz addressed the following pending appeals:*

- Fitness for Duty appeal from the Probation Department may come before the Commission at the regular June meeting.
- Letter of Reprimand appeal from the Assessor's Office may come before the Commission at the regular July or August meeting.
- Termination appeal from the Sheriff's Department – request for special session dates in July; Commission tentatively set for July 14 & 15 pending Commissioner Tappan's availability.

# Civil Service Commission

Commissioner Nix asked Ms. Douglas-Schatz to provide the Commission with the request for proposal for attorney services that was done approximately three years ago; Ms. Douglas-Schatz agreed to provide the information.

## **5. Job Class Specifications – New**

### Oral Health Program Coordinator

Ken Tasseff, Personnel Analyst and Kathleen Karle Division Manager, Health Agency summarized the new oral health care program and corresponding job classification specification. The Commission shared with staff their concerns regarding creating a very specific new job class which seemed to deviate from past and current specification practices. Following discussion, the Commission recommended the title be changed to Oral Health Care Program Manager and suggested additional minor changes. A motion was made by Commissioner Nix and seconded by Commissioner Bergman to approve the Oral Health Program Coordinator job class specification as amended [including changing the title to Oral Health Care Program Manager]. Motion carried 4-0-1.

## **6. Job Class Specifications – Revised**

### Secretary I or II

Mark McKibben, Personnel Analyst presented the changes made to the Secretary I or II specification and offered to answer Commission questions. Following a brief discussion a motion was made by Commissioner Bergman and seconded by Commissioner Salter to approve the Secretary I or II as presented. Motion carried 4-0-1.

## **7. Open Session: Appeal Hearing #A08-127 dated June 28, 2009**

President Chapman called the Open Session Appeal Hearing #08-127 to order. [Ken Tasseff, Personnel Analyst assumes role as Commission Secretary; Ms. Douglas-Schatz exits meeting]. President Chapman summarized the issue to be heard and stated that the appellant is a Mental Health Therapist II and is being represented by Christine Brown and that the respondent is the Health Agency being represented by Jeff Hamm, Health Agency Director. Discussion ensued regarding whether the hearing be held in open or closed session [per Gov Code 54957]. The appellant stated that he chose open session so his wife would be able to attend. After a brief discussion both parties agreed to hold the hearing in closed session and President Chapman granted the appellant's request to allow his wife to observe the hearing. After addressing procedural issues in open session the hearing moved into closed session at 10:06 A.M. and continued until 4:03 P.M. At the conclusion of the hearing the Commission adjourned into closed session to begin deliberations. After reconvening into open session, President Chapman reported that direction was given to counsel to draft findings for Appeal #08-127 to be presented at a later date.

## **8. Adjournment**

The Commission adjourned at 4:26 P.M.

*\* Note: These minutes reflect official action of the Civil Service Commission. A digital record exists and will remain as the official, complete record of all proceedings by the Civil Service Commission.*